CITY OF MARTINSVILLE, VIRGINIA JOB DESCRIPTION

JOB TITLE: PARKS & RECREATION PROGRAM COORDINATOR	DEPARTMENT: PARKS & RECREATION
REPORTS TO: PUBLIC WORKS DIRECTOR	CLASSIFICATION: GRADE 10
FLSA STATUS: NON-EXEMPT	DATE: 8/2013 (NEW)

NATURE OF WORK

Performs work that involves planning, organizing, promoting and developing a variety of City-wide or facility based recreational opportunities for area residents.

EXAMPLES OF WORK

- Assists in the planning, coordination and implementation of recreation programs; supervises and evaluates programs
- Evaluates programs and makes recommendations regarding their continuation
- Coordinates and plans recreation services with schools, community organizations, church groups, recreations centers and other agencies
- Determines programs content and scope; sets goals and evaluates effectiveness
- Assists in the preparation of and makes recommendations regarding budgets; monitors expenditures and allocates funds
- Promotes programs and services through news releases, flyers, and other available media resources
- Purchases materials and supplies as requested and/or required
- Leads programs, activities or community events including summer programs; assists with the registration process
- Provides for the safe operation of recreation facilities and equipment
- Schedules, coordinates and ensures the preparation of recreation facilities
- Conducts research and writes reports regarding recreational services
- Supervision may be exercised over volunteers; instructors and part-time staff.
- Serves on committees and maintains relationships with leaders in the community
- Assists in preparation of department payroll
- Supervises administrative functions of the Parks & Recreation office; handles phone calls and customer service issues
- Performs related work as required.

MINIMUM QUALIFICATIONS OF WORK

Bachelor's degree from four-year college or university with a major in recreation, leisure services or related field; one to two years related experience and/or training in recreation and leisure services; or equivalent combination of education and experience.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Ability to read and interpret documents such as safety rules, risk management plans, operating and maintenance instructions, and procedure manuals. Ability to write reports and prepare correspondence. Ability to speak effectively before groups of citizens or employees of organization. Ability to serve as department's liaison with community groups.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

SPECIAL REQUIREMENT

Must possess a valid driver's permit.